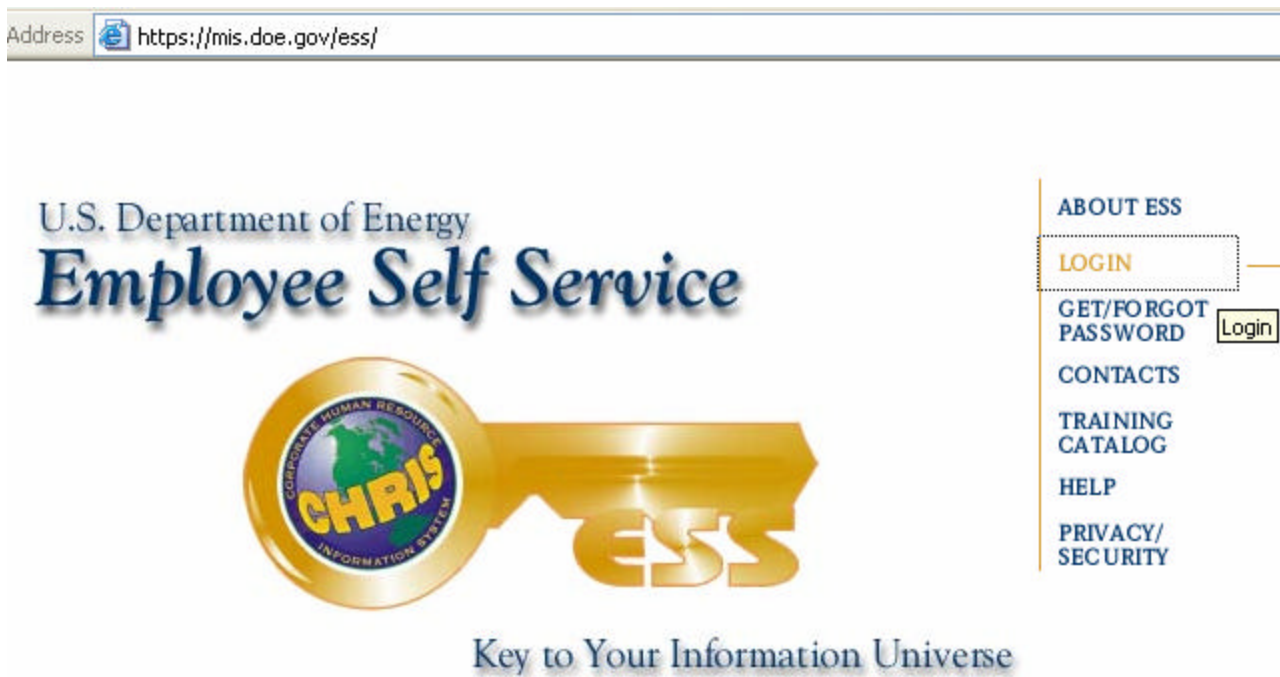
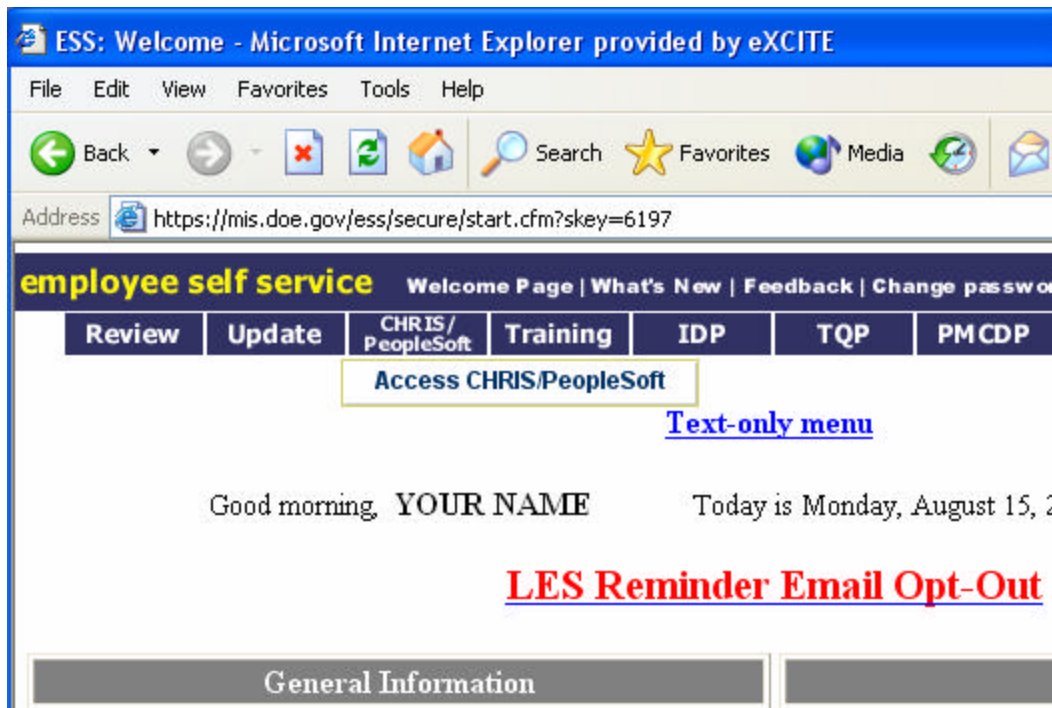


## EH Workflow – Supervisor & DAS Profile Set Up

1. Log in to Employee Self Service (ESS)



2. Once at main page – move mouse to CHRIS / PeopleSoft on menu bar, then to Access CHRIS/PeopleSoft and click



3. At the “Connect to CHRIS / PeopleSoft” page click on the “Connect to CHRIS” button  
(if you get an error message, close the window, back to the Connect to CHRIS and click again, you should be able to access this time).


Address  https://mis.doe.gov/ess/secure/CHRIS\_connector.cfm?skey=592416

**employee self service** Welcome Page | What's New | Feedback | Change password | FAQ | Links | DO

Review | Update | CHRIS / PeopleSoft | Training | IDP | TQP | PMCDP | GTN Parking | ATA

[Text-only menu](#)

## Connect to CHRIS/PeopleSoft



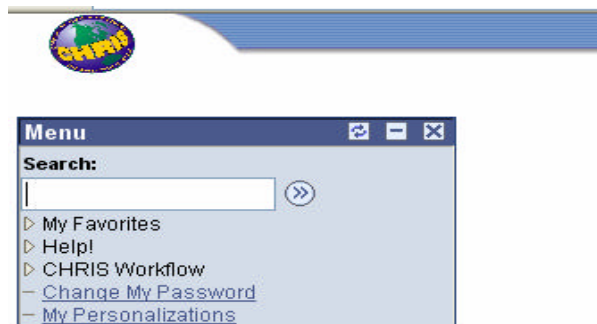
You can now access your CHRIS/PeopleSoft account through Employee Self entering a separate password in order to initiate and approve actions through process HR actions and training requests.

NOTE: You can only access your account through a workstation located at a connected via DOENet. This feature **is not available** through your home internet (ex. AOL, Comcast, Adelphia, etc.)

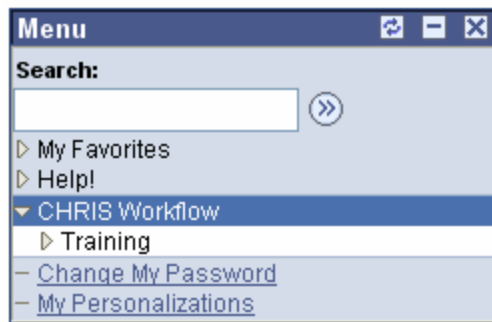
[Connect to CHRIS](#)

4. Once into the CHRIS system, click on:

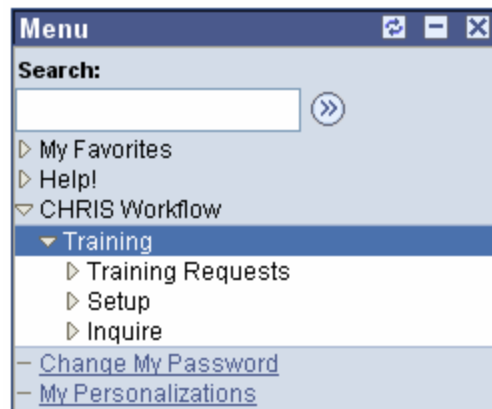
◆ CHRIS Workflow



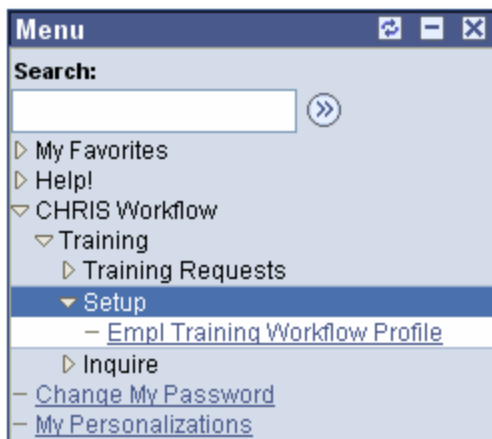
◆ Training



◆ Setup



◆ Empl Training Workflow Profile



5. You will get one of two screens possible – If this is the screen – Click the yellow “OK”

[New!](#)

Please verify your profile, since your Sub-Agency workflow process does not match yours.

OK Cancel

If this is the screen – go to step # 6 below

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	<input type="text" value=""/>
*Step2:	None/Skip	N/A	<input checked="" type="checkbox"/>	<input type="text" value=""/>
*Step3:	None/Skip	N/A	<input type="checkbox"/>	<input type="text" value=""/>
*Step4:	Budget	29A	<input type="checkbox"/>	<input type="text" value=""/>
*Step5:	Trng Proc	N/A	<input type="checkbox"/>	<input type="text" value=""/>

6. DASs go to item # 7 in instructions


**Supervisors** - At the Profile page, you will:

- **Step 1** – Click on the magnifying glass icon, this will produce a list of Level 1 approvers, click on your **immediate supervisor (DAS)** for “Approver 1”
- **Step 2** – this should be greyed out and the “skip” box checked, **if not click on the “skip” to enter a check mark which will change the SF182 status to “N/A”**






- **Step 3** - click on the “Skip” box, this will enter a check mark and change the SF182 status to “N/A”
- **Step 4** – Click on the magnifying glass and select Kevin Kelly of Planning and Administration (EH-7) for “Budget”,
- **Step 5** - Click on the magnifying glass and select Donna Chapman-Turner as “Trng Proc”

**Empl TR WF Profile**

EmplID: 11111      Name: Your Last Name, First Name MI

DOE Element searched for Approver lookups below: EH 


**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	
*Step2:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step3:	None/Skip	N/A	<input type="checkbox"/>	
*Step4:	Budget	29A	<input type="checkbox"/>	
*Step5:	Trng Proc	N/A	<input type="checkbox"/>	






### Sample of Completed Profile:

**Empl TR WF Profile**

EmplID: 12345      Name: Your name here

DOE Element searched for Approver lookups below: EH 

**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	 Your immediate supervisor here
*Step2:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step3:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step4:	Budget	29A	<input type="checkbox"/>	 Kelly, Kevin NMN
*Step5:	Trng Proc	N/A	<input type="checkbox"/>	 Chapman-Turner, Donna C

*Note: A red arrow points from the text "Both boxes checked" to the Skip checkboxes for Step2 and Step3.*

Proceed to item #8 in instructions

## 7. DASs - At the Profile page, you will:


- **Step 1** – Click on the magnifying glass icon, this will produce a list of Level 1 approvers, click on select Kevin Kelly of Planning and Administration (EH-7) as “Approver 1”
- **Step 2** – this should be greyed out and the “skip” box checked, **if not click on the “skip” to enter a check mark which will change the SF182 status to “N/A”**
- **Step 3** - **click on the “Skip” box, this will enter a check mark and change the SF182 status to “N/A”**
- **Step 4** – Click on the magnifying glass and select Kevin Kelly of Planning and Administration (EH-7) for “Budget”,
- **Step 5** - Click on the magnifying glass and select Donna Chapman-Turner as “Trng Proc”

**Empl TR WF Profile**

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
EmplID: 11111      Name: Your Last Name, First Name MI

---

DOE Element searched for Approver lookups below: EH 

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**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1 	26A 		
*Step2:	None/Skip 	N/A 	<input checked="" type="checkbox"/>	
*Step3:	None/Skip 	N/A 	<input type="checkbox"/>	
*Step4:	Budget 	29A 	<input type="checkbox"/> 	
*Step5:	Trng Proc 	N/A 		


### Sample of Completed Profile:

**Empl TR WF Profile**

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












EmplID: 12345      Name: Your name here

---

DOE Element searched for Approver lookups below: EH 

---

**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1 	26A 		Kelly, Kevin NMN
*Step2:	None/Skip 	N/A 	<input checked="" type="checkbox"/>	 <b>Both boxes checked</b>
*Step3:	None/Skip 	N/A 	<input checked="" type="checkbox"/>	
*Step4:	Budget 	29A 	<input type="checkbox"/> 	Kelly, Kevin NMN
*Step5:	Trng Proc 	N/A 		Chapman-Turner, Donna C

**8. Once you have completed this process**

- Scroll down to bottom of page
- Click on Yellow “SAVE” button at bottom left of page
- When you see the word “SAVED” appear/flash in the upper right corner of the page, the “Setup” process has been completed.

You can now create and have approved training requests.